

EETD Office Inspection Checklist

Location: _____
 Date: _____
 Conducted by: _____

Target Behaviors	Safe	At-Risk	N/A	Action Needed
1.1 Working without pain/discomfort				
1.2 Takes frequent breaks				
1.3 Workload is manageable				
1.4 Computer - Hand/wrist straight (palm planting)				
1.5 Computer - Arms/shoulders relaxed/ hands and arm supported, (watch for mouse arm)				
1.6 Computer - Head and neck (avoid bike riding posture)				
1.7 Computer - Looking straight ahead				
1.8 Computer - Head balanced over shoulders				
1.9 Computer - Foot contact with floor (need for foot rest?)				
1.10 Computer - Lower back supported or held straight				
1.11 Computer - Laptop used properly				
1.12 Chair - Comfortable, adjusted properly for ergonomic needs				
1.13 Desk - Suitable to needs, adjusted properly for ergonomic needs				
1.14 Phone - Comfort when using phone (consider headphone or other equipment if discomfort from using earpiece)				
1.15 Material Handling – weight known and acceptable given conditions using proper lifting technique/posture?				
1.16 Other: (describe below) Other: Other:				
Target Conditions	Safe	At-Risk	N/A	Action Needed
2.1 Housekeeping and orderliness of workplace (no piles of papers, hardware, etc. in exposed floor areas or piled in unstable manner or placed in unstable locations)				
2.2 Nearest exits clearly marked (signs, width of hallways, etc.)				
2.3 Waste managed properly (excess paper, hardware, materials remove and sent to Excess or recycling, no waste-related fire hazards)				
2.4 Seismic Safety (furniture & equipment such as bookcases, cabinets, etc. are seismically braced or secured; bookshelves have rim or chain securing books; duck and cover space available)				
2.5 Slip, trip, and fall hazards managed properly (no cords, furniture or other items in 'corridor' or trafficked areas, items that can fall such as fans on shelves secured with velcro or other method, etc.)				
2.6 Environmental Management (energy and resource conservation being applied, using recycled paper, etc.)				
2.7 Electrical safety (equipment is properly labeled; use of extensor cords/power strips for surge and power protection, proper clearance in front of panels, etc.)				
2.8 Other (describe below) Other: Other:				